



Greenwood County, SC

Job Description

FLSA: Non-Exempt

Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Lieutenant

Department: Sheriff

Pay Grade: 116

Revised: 7/1/15

General Description

The purpose of this class within the organization is to perform general law enforcement duties; ensures the strict enforcement of state and local laws relating to public safety and welfare; plans, directs and supervises law enforcement functions. Schedules work of others; assures compliance with standards; offers advice and assistance as needed. Areas covered include general patrol, drug enforcement, family court, detention center, training and school resource officers.

Works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Oversees the activities of subordinate officers on assigned shift through chain of command and reviews their work for completeness and accuracy, offers advice and assistance as needed.

Schedules, assigns, and plans work of others to maintain standards and acts on employee problems and recommends disciplinary actions.

Accomplishes various general administrative tasks, prepares correspondence, compiles data for reports and writes reports of incidents and activities, copies and files documents, attends meetings and answers the telephone.

Investigates crimes, makes arrests, patrols assigned areas and conducts security checks.

Answers 911 calls, monitors and responds to service calls.

Ensures safety of schools.

Enforces traffic laws and conducts accident investigations.

Advises public on legal and civil issues.

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Presents cases to Grand Jury for indictment, presents and coordinates court cases.

Additional Duties:

Serves warrants and court papers.

Receives and investigates citizen inquiries and complaints; investigates complaints regarding department personnel or procedures.

Accomplishes various public relations and service duties, speaks to groups, provides police escort service and assists stranded motorists.

Attends required periodic training sessions and seminars; participates in required physical fitness activities. Maintains required level of proficiency in the use of firearms and evasive action/driving skills.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college at the S.C. Criminal Justice Academy and certification in basic law enforcement.

Requires two years experience in supervisory level law enforcement OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

SC certification in Basic Law Enforcement Training.

SC driver's license.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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